



MANAGER OF TRANSIT ORIENTED DEVELOPMENT

JC: 000251
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: 1999
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages and oversees the activities, and establishes and oversees implementation of policies and procedures related to Transit Oriented Development (TOD) at BART; manages and supervises Property Development staff on TOD projects; provides support to the Director of Real Estate and Property Development; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification responsible, through subordinate professionals, for managing policies and procedures related to Transit Oriented Development. Positions at this level have significant responsibility for formulating, administering, or managing the implementation of multiple policies or programs, responsibility for directing the work of others through at least the next lower level of supervision and, significant responsibility for overseeing and planning future delivery of services. This classification is distinguished from Director of Real Estate and Property Development in that the latter has overall responsibilities for overall management and direction of the Real Estate and Property Development department functions and activities.

REPORTS TO

Director of Real Estate and Property Development

EXAMPLES OF DUTIES -Duties may include, but are not limited to the following:

1. Plans, directs, manages and oversees the TOD program and projects; present BART's position to various internal and external stakeholders, board members and other elected officials.
2. Manages and oversees property development activities within the department; manages the development and implementation of departmental goals, objectives, policies and priorities in assigned project areas.
3. Directs or participates in the preparation and review of designs, plans, specifications and cost; ensures specifications and contract requirements comply with District standards and policies.
4. Identifies equipment or systems needs on assigned projects; evaluates functional requirements;

Manager of Transit Oriented Development

Page 2

reviews vendor and manufacturer design and specifications on project equipment and materials; coordinates equipment procurement and testing activities; oversees equipment installation.

5. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees contractor and consultant contracts; develops scope of work; prepares request for proposal; reviews proposals and makes recommendation on selection; assists in contract negotiation and preparation; monitors work activities to ensure compliance with contractual obligations.
7. Performs construction project management duties; prepares cost estimates; prepares and monitors project schedules and budgets; conducts field inspections as required; monitors work in progress; writes, approves, negotiates and executes contract changes; authorizes contract payments upon project completion.
8. Serves as the project liaison with other divisions, departments and outside agencies; negotiates and resolves project issues.
9. Provides responsible staff assistance for higher level management staff on projects and related matters.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering design and construction.
11. Explains, justifies, and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering design and construction in assigned project area
- Principles and practices of project management
- Principles and practices of contract administration
- Real estate development
- Principles and practices used in the preparation of designs, plans, specifications and cost estimates
- Methods and techniques of contract negotiation
- Principles and practices of procurement
- Principles and practices of budget development and administration
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

Skill/Ability in:

- Overseeing and participating in the development and administration of policies and procedures for station and rail operations in a large metropolitan public transportation system

Manager of Transit Oriented Development

Page 3

- Overseeing, directing and coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Directing the development of procedures and standards for transportation operations
- Assessing budgetary impact of service delivery changes
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in transportation planning, urban planning, economics, business administration, public administration or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional experience real estate development experience with at least two (2) years of management and/or supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens; field environment; noise, heat, cold, and inclement weather.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0100 – Administrative Services Managers
Safety Sensitive: No